



St Paul's CofE Junior School Job Description – School Business Manager

School:	St Paul's Church of England Junior School
Responsible to:	Headteacher
Grade:	Grade 7

Purpose

Under the direction of the Headteacher, carry out the professional duties of a School Business Manager.

Key Responsibilities

1. Prepare for the approval by the Headteacher and Governors the annual estimates of income and expenditure. To obtain agreement of budgets, and to monitor accounts against budgets. To prepare regular management accounts for budget holders and to report on the financial state of the school to the Governors' Finance and Personnel Committee.
2. Develop and maintain sound financial systems and controls, including the principles of best value.
3. Manage end of year procedures for the school budget, prepare the school fund accounts annually for auditing and complete budget monitoring returns for the local authority.
4. Use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends and directly advise Governors accordingly.
5. Advise the Headteacher and Governors on investment and financial policy, preparing appraisals for particular projects and for the development of a business plan for the future development of the school.
6. Remain up to date with regard to Financial Regulations and arrangements and advise the Headteacher and the Finance committee of all relevant changes.
7. Oversee the collection, reconciliation and banking of any monies received by the school either from the local authority or other sources, or monies related to educational visits.
8. Have an overview of all expenditure, payments of invoices and raise purchase orders. Prepare, maintain and reconcile reports, records and accounts including (if applicable) in conjunction with the schools' accounting systems.
9. Maintain an overview of the 'housekeeping' of accounts such as: checking outstanding orders, commitments, suppliers; statement, management of bank accounts, dealing with petty cash and insurance policy matters/claims.
10. Liaise with the PTA Treasurer and school private fund accounts and bank reconciliation.
11. Prepare reports for auditing purposes.
12. Be responsible for the recruitment, professional development, appraisal and training for staff directly managed, such as the Finance Assistant and Personnel Assistant.
13. Be responsible for the general management of the school's administrative and financial computer network.
14. Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.
15. Have an overview of the arrangements for school facilities including catering, transport, bookings for school facilities.
16. To be responsible for seeking professional advice on insurance and advising Governors on the appropriate insurances for the school. Handling any claims as they arise.
17. To have an overview of the SIMS personnel database, prepare staff contracts, maintain staff absence records and timesheets.
18. To input all pay data onto the payroll system and liaise with the payroll provider on all matters relating to payment of staff. Deal with any staff queries relating to pay, pensions, contracts, procedures, claims etc.
19. Monitor the financial effects of appointments of teaching and support staff and other staffing matters, such as maternity leave and engagement of supply teachers. Maintain the SIMS database.
20. Liaise with the school's personnel provider and to advise the Governors on employment matters and policies.





St Paul's CofE Junior School Person Specification – School Business Manager

Attributes	Essential	Desirable
Experience	At least one-years' experience in a similar finance-based environment (1,2) Some experience of dealing with children (1,2,5)	Experience of working within a school setting
Skills / Abilities	Good general communication skills (1,2,3,5) Excellent telephone manner (2) Good organisational skills – able to priorities workload (1,5) Tact, diplomacy, confidentiality and sensitivity are paramount to this post (1,2,5) Able to use Word and Excel to an intermediate level Able to work independently but also part of a team An ability to speak with confidence and accuracy High level of written communication, including grammar, sentence structures and vocabulary	
Personal Qualities	A sense of responsibility A flexible approach to work and a willingness to support colleagues Caring attitude & good listening skills Positive and optimistic outlook	
Knowledge/Qualifications (including professional body qualifications, NVQs etc. and Training)	Knowledge of SIMS financial and Personnel packages Knowledge of Local Government procedures Knowledge of Payroll/Pension provision Proficiency using Microsoft Office software suite, including MS Teams	Certificate of School Business Management

Essential ~ without which a candidate is unlikely to be considered. Desirable ~ useful for choosing between two strong candidates

Measure ~ 1 = Application Form 2 = Interview 3 = Practical Exercises 4 = Proof of Qualification 5 = Evidence from Referees.

We will consider any reasonable adjustments under the terms of the Equality Act 2010 to enable an applicant with a disability to meet the requirements of the post.